

Operating Bylaws
Delaware Women's Workforce Committee

Article 1: Mission

Section 1.1 Mission Statement The Delaware Women's Workforce will work to achieve gender equality in every workplace in the First State by eliminating the gender-based wage gap, removing the visible and invisible barriers to women's advancement and ensuring that every person, regardless of gender, has an equal opportunity for advancement in the workplace.

Section 1.2 Guiding Principles In pursuing this mission, the Delaware Women's Workforce Council is guided by the following principles:

- A. Service and advocacy are important strategies for addressing community needs and problems.
- B. Citizens of all ages are critical resources in addressing community needs and problems.
- C. Service in Delaware can be augmented by effective private-public collaborations, and a general willingness for all sectors to partner for the advancement of women's interests.

ARTICLE 11: Duties of the Council

2.1 Duties of the Council

- A. Advise the Office of Women's Advancement and Advocacy on strategic planning, project development and programming.
- B. Advocate and promote programs that benefit women.
- C. Advise the Governor, the Cabinet and members of the General Assembly, and other state policy makers on means to improve the delivery of services that benefit the women of Delaware including, but not limited to, education, social services, health care, economic and financial independence.
- D. Develop outreach activities in the communities of the state.

ARTICLE 11: Membership

The Delaware Women's Workforce Council shall consist of 11 members who shall be appointed as follows:

1. The Delaware Women's Workforce Council shall consist of 11 members who shall be appointed as follows:
 - A. Two members appointed by the Speaker of the House of Representatives and shall serve at the pleasure of the Speaker.
 - B. Two members appointed by the President Pro Tempore of the Senate and shall serve at the pleasure of the President Pro Tempore.
 - C. Seven members appointed by the Governor representing all 3 counties and the City of Wilmington. Of the Governor's appointees, no more than 4 members shall be members of any one political party.
2. Members of the Delaware Women's Workforce Council appointed by the Governor shall serve for a term of 3 years. All members are eligible for reappointment.
3. If any member fails to attend 4 successive meetings of the Delaware Women's Workforce Council, that member's position may be deemed vacant and the appointing authority shall appoint a replacement.

ARTICLE IV: Officers. Powers. Duties and Compensation

1. The Chairperson of the Delaware Women's Workforce Council shall be appointed by the Governor from among the 11 members, and shall serve at the pleasure of the Governor.
2. The Commission for Women may elect by a majority present and voting such officers as it deems necessary.
3. Elected officials will be: A vice Chair and a Secretary.
4. The Council Chair's duties include
 - A. The Chair will be responsible for the general business of the Council.
 - B. The Chair has the right to delegate any of her/his powers to a Vice Chair or a Council member.
 - C. The Chair can designate the Vice Chair to preside over a meeting in the event of her/his absence.
 - D. The Chair shall preside over the Executive Committee and serve as an ex officio member of all other assigned subcommittees.
 - E. The Chair shall appoint a Council member to serve as Chair of each active subcommittee.
 - F. The Chair has the authority to adding the duties of the Vice Chair and the Secretary to other Council members if the Vice Chair or Secretary is not able to fulfill her/his duties
5. The Vice Chairs duties
 - A. The Vice Chair is elected annually be members of the Council.
 - B. In the event of a vacancy in the Chair position, the Vic Chair shall be acting Chair until the Governor appoints a new Chair.
 - C. The Vice Chair shall take over the Chair's responsibilities in the absence of the Chair unless otherwise stated by the Chair.
6. The Secretary's duties
 - A. Members of the Council elect the Secretary annually.
 - B. The Secretary shall ensure that all scheduled Council subcommittee meetings are posted and recorded in accordance with Delaware state law.
 - C. The Secretary will be responsible for documentation of all Council meetings.
 - D. The Secretary shall perform other duties as the Council members agree and prescribes.
7. Members of the Delaware Women's Workforce Council shall serve without compensation, except that they may be reimbursed for reasonable and necessary expenses incident to their duties as members of the Delaware Women's Workforce Council in accordance with state law.

ARTICLE V: Council Business

1. The Council will meet every other month, and at least 6 times a year, except in July and August.
2. A quorum will be necessary to conduct Council business. A quorum will be a majority of members either physically present or attending the meeting via video conferencing.
3. A member may participate in a Council meeting via phone. However, a phone participant may not be counted as a quorum member.
4. For quorum purposes all public meetings will be noticed and conducted in accordance with Delaware law, except that the subcommittees may conduct interim telephone meetings to discuss agenda, strategies, or conduct other business in preparation for a public meeting.
5. The Chair of the Council will call special meetings when it is deemed necessary.

ARTICLE VI: Subcommittees

The Chair of the Council can appoint subcommittees and their chairs as needed to carry out the business and responsibilities of the Council.

1. The Council members or the Executive Committee (composed of the Chair, Vice Chair and Secretary) shall review and decide when a sub-committee is essential and vote to establish such a sub-committee.
2. The Council Chair shall designate a Council member to Chair assigned sub-committees.
3. The Chair of the Council may appoint subcommittees and their chairs as needed to carry out the business and responsibilities of the Council.
4. The sub-committee Chair shall:
 - a. Assign all sub-committee meeting dates.
 - b. The subcommittee chair shall ensure the meetings are posted, followed by posted minutes, according to statutory requirements.
 - c. The subcommittee chair shall ensure that all sub-committee progress is presented to the Council members at each scheduled Council meeting through the duration of the project.
5. Non-Commission members may participate in sub-committee meetings and work. The sub-committee members may reach out for assistance as needed to accomplish the assigned project.
6. All established sub-committee members shall be responsible to accomplish assigned projects in a timely manner.
7. Sub-committee critical decisions should be addressed at scheduled Coouncil meetings for a vote prior to the sub-committee action. If the sub-committee is working with a deadline and needs sudden action, and there is not a scheduled Commission meeting to address the need in a timely manner, the Chair of the sub-committee shall address the Executive Committee for a decision.

ARTICLE VII: Amendments

These bylaws may be amended by a 2/3 majority of all members of the Council

. ARTICLE VIII: Rules of Order

Roberts Rules of Order will be utilized and referenced at all meetings.